

**APPLICATION FOR AND ISSUANCE OF A CONTRACTOR REGISTRATION**  
**CITY OF CINCINNATI – DEPARTMENT OF PLANNING – BUILDING AND INSPECTIONS DIVISION**  
**3300 CENTRAL PARKWAY – CINCINNATI, OHIO – 45225 – 513. 352.3271 (PHONE) – 513. 352.2579 (FAX)**  
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(A) Any person desiring to be a registered contractor shall apply to the Department of Planning, Buildings and Inspections Division for such registration on a form prescribed therefore, together with the nonrefundable contractor registration fee as required by CMC chapter 1106. The Buildings and Inspections Division shall accept applications for contractor registrations and such registrations shall be valid for an initial period of at least twelve (12) months.

(B) The applicant for a contractor registration shall meet the following requirements.

1. Be not less than eighteen (18) years of age; and
2. Be a United States citizen or legal alien with valid documentation of being a legal resident of United States.

(C) The initial application for registration as a contractor shall be confirmed and signed under oath by the applicant. The application shall contain the following information:

1. Name of the applicant;
2. Name of business entity to be registered by the applicant;
3. Date of birth;
4. Current residence and business address of the applicant;
5. Current residence and business telephone numbers of the applicant;
6. Attachments as to comply with Chapter 1106 of the CMC
  - a. Proof of minimum liability insurance
  - b. Proof of Ohio Workers Compensation coverage
  - c. Surety Bond in the amount of ten thousand dollars

(D) Building and Inspections contractor registration section shall review and process the application for all contractor registrations.

(E) Only upon the submission of a complete application for a contractor registration, shall Building and Inspections issue to such applicant a contractor registration.

(F) The continued validity or renewal of a contractor registration is dependent upon the proof of and continued maintenance of all the following:

1. Proof of current and valid liability insurance; and
2. The required city bond; and
3. The payment of \$125.00 registration renewal fee.